



Massey University
COLLEGE OF CREATIVE ARTS
Toi Rauwharangi

Paper Outline

Paper title:	Spatial Design Professional Practice
Paper Number:	224.382
Programmes:	Bachelor of Design (Honours), Bachelor of Design
Compulsory / Elective:	Compulsory
Credit Value:	15
Pre-requisites:	30 224.3xx credits
Co-requisites:	None
Restrictions:	222.481
Semesters:	Two
Campus:	Wellington
E-Learning Category:	Web supported
Hours of Learning:	An average of 12.5 hours per week
Paper Coordinator:	See Assessment Schedule for Paper Coordinator and contact details.

Prescription: The legal, financial, business and professional practice of spatial designers.

Learning Outcomes: On successful completion of this paper students should be able to:

1. Demonstrate familiarity with a range and diversity of professional practice in spatial design.
2. Demonstrate an understanding of the way these various practices are structured and organised including: their responsibilities to the wider community, in law and in relation to professional ethics; office and human resource management systems; and project management systems.
3. Demonstrate an understanding of how businesses are established and managed including: strategic planning and marketing; business plan development; financial management systems.
4. Formulate well-designed and concise written reports.
5. Communicate in an articulate and clear manner in spoken presentation.

Content:

- Law and business, law and building
- Professional status and ethics

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- Business management including: new enterprise development, development of business profile and plan; business financial management, development of financial statements, invoicing; strategic business planning and marketing; office management; human resource management
- Project management including: client engagement, agreements for professional services, financial management, management of risk, project development and documentation, building contracts, and contract administration

Assessment: This paper is internally assessed.

Assignment 1

New Business Proposal: 50%
Learning outcomes 1, 3, 4 and 5.

Assignment 2

50%
Office Field Study
Learning outcomes 1, 2, 4 and 5.

Specific requirements for passing the paper:

The University has a requirement for students to achieve an overall minimum C grade; in addition
- All assessments must be submitted

Students are expected to meet the stated deadlines for this paper as given in the Assessment Schedule or Project Briefs. Limited extensions may be granted in the event of sickness or unusual circumstances. Requests for an extension should be accompanied by the appropriate written documentation (medical reports etc).

Assessment Criteria: Specific criteria are detailed on the assessment brief.

Teaching Methods: Seminars, lectures, group discussions and tutorials, group and individual assignments

Status of this Paper Outline:

Paper title, credit value, prescription, and pre-requisites are as approved in the CUAP proposal and cannot be changed for 2009 implementation. Learning outcomes and assessment components are as approved by Academic Committee/Academic Board. Any changes to learning outcomes, assessment components, offerings and other wording must be approved through the relevant QAC and advised to the Academic Director in preparation for uploading to the web.

Paper Outline / 224.382 cont.

References: Guiltinan, J. and Paul, G. (1997). *Marketing management: strategies and programs*. New York: McGraw – Hill Companies.

Hamilton, R. and English, J. (1990). *How to organise and operate a small business in new zealand*. Auckland: Allen and Unwin.

Higham, R. and Williams, S. (2001). *New zealand small business guide. Third Edition*. Auckland: Penguin Books.

Hubbard, J and Thomas, C, Varnham, S. (2003) *Principles of law for new zealand business students. Second Edition*. Auckland: Prentice Hall.

Piotrowski, C. (2002) *Professional practice for interior designers. Third Edition*. Indianapolis: John Wiley and Sons.

New Zealand Trade and Enterprise (2004). *Planning for success: a do it yourself kit for developing your own business plan*. Wellington: NZTE.

Websites:
biz.org.nz / nzte.govt.nz

QAC Approved: 14th July 2008

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